

BIDS SHALL BE PUBLICLY OPENED AT 11:00 A.M., PREVAILING WASHINGTON, D.C. TIME, ON AUGUST 31, 2000.

IF YOU HAVE ANY QUESTIONS CONCERNING THESE SPECIFICATIONS CALL (202) 512-0307 AND ASK FOR FRANK YATOR OR DEBORAH BRAGG. COLLECT CALLS.

SPECIFICATIONS

U.S. Government Printing Office (GPO)
Washington, DC

Any contract which results from this Invitation for Bid will be subject to GPO Contract Terms (GPO Pub. 310.2), Quality Assurance Through Attributes Program (GPO Pub. 310.1), and Contract Cost Principles (PRA 305.9) in effect at the time the offer is submitted. In case of conflict between these specifications and GPO Contract Terms and/or Quality Assurance Through Attributes Program, these specifications will govern.

NOTE: Printing specifications will utilize dual dimensions. The product measurements will be stated with metric dimensions first, then followed in parenthesis by the inch/pound equivalent. At a future date, metric measurements will be used exclusively in all specifications.

SPECIFICATIONS FOR CONTRACT PRINTING, BINDING, AND IMAGING OF PUBLICATION 3195 (10/2000)

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NOTE: Due to the numerous number of exhibits (7) in this specification, the exhibits will not be put on the Internet. A complete copy of the specifications may be obtained from the bid room by request. Telephone 202-512-0526.

SCOPE: These specifications cover printing and binding of 574,000 copies of an EIGHT (8) page, self cover pamphlet (Pub. 3195), imaging/addressing*, sorting, assembling by ZIP Code (staging), and turnover for mailing of approx. 568,000 pamphlets. Sacked mail will be required. 6,000 pamphlets (unaddressed) will require packing for bulk shipments.

* See Section 4.2 for addressing option.

NOTE: It will be necessary for the contractor to produce 200 addressed & sealed pamphlets to fulfill the requirements in Section 10.2 (C).

BID QUANTITIES: Exhibit 1 shows the Government's bid quantity breakdown by IRS service center.

CHANGES IN QUANTITY: The Government, for the FINAL QUANTITY, may submit increases or decreases of up to 20% of the quantities shown in Exhibit 1 until the date specified in the schedule. These quantity adjustments may be made via successive updates of Exhibit 1 or by telephone and will be the FINAL quantity. Billing adjustments for scheduled quantity changes (+ or -) and for subtraction of undeliverables (see Section 5.1.1) will be at the contractor's quoted "ADDITIONAL RATE". (See Offers Section) If no changes have been received by the scheduled date for final quantity adjustments, the bid quantities will stand as the FINAL quantity.

NOTE: Must be full FINAL quantity to all consignees. No shortages or overages of the final quantity will be allowed.

Section 1 - SCHEDULE

<u>Date</u>	<u>Event</u>
8-31-00	Bid opening.
9-14-00	Award of contract. (Purchase Order Number by phone)
10-20-00	Electronic media available for pickup at GPO.
11-2-00	Final day the Government may make quantity adjustments.
11-2-00	Address cartridges to contractor.

- 12-20-00 Earliest turnover of pamphlets. Complete bulk shipments.
- 12-26-00 Complete turnover of pamphlets to Postal Service.
- 12-27-99 Postage summary reports due (See Section 1.5).

The Government will attempt to meet the schedules as stated in these specifications. However, uncontrollable circumstances such as Congressional Legislation may delay the furnishing of electronic media. In such event, the Government may negotiate with the contractor a supplemental agreement for the contract changes.

1.1 A preaward plant survey may be conducted by Government Printing Office and Internal Revenue Service personnel to determine if the prospective contractor (and its subcontractors) have adequate facilities and expertise to accomplish the requirements of these specifications.

1.2 A preproduction conference may be held at the contractor's plant. The purpose of the conference would be to discuss and review all aspects of the contractor's internal and external operations required to complete this contract.

1.3 **QUALITY SYSTEMS AUDIT:** In connection with the preproduction conference, should the government elect, a quality systems audit would be conducted. Following the conference, IRS/GPO may conduct an in-depth audit of all contractor quality control methods, quality systems and quality plans in a formal walk-through. This audit would require the contractor to plan, in advance, all quality related functions which would be required to complete the contract. Should subcontractors be involved, a complete audit of their quality systems may also be performed. This procedure will be mandatory for all contractors doing IRS Tax Package work for the first time.

1.4 **INSPECTION NOTIFICATION:** 72 hours prior to press, pamphlet binding, addressing and mailing operations the contractor must e-mail to a (Public Folder-e-mail address to be furnished at a later date). E-mail IRS Form 9558 (copy of Form to be furnished with purchase order) to 202-622-6629/4139 with the following information: 1) Jacket and Requisition Numbers; 2) Name of company; 3) Location and address of inspection site; 4) Name and phone number of contact person; and 5) Date and time of inspection. Whether IRS elects to be present for the inspection, or waive the inspection, you will be notified at least 24 hours prior to the time for inspection. If IRS fails to respond, proceed as you would have, had there not been an inspection. Attendance at, or waiver of, the inspection does not affect any other provisions of the contract. Do not hold up production unless specifically authorized by the GPO.

1.5 **Postage Summary Report & Shipping Notification** (The reports must be submitted by the date/s in the schedule, otherwise there will be a delay in payment processing): Contractor is required to submit postage summary reports, for each phase, showing the number of pieces and cost of Carrier Route, 3/5 digit, and Basic broken out by Service Center and the grand total, in a format similar to the one shown in Exhibit 9. The reports are to be submitted after the mail tapes are prepared following NCOA processing. Contractors must also submit shipping notification on the final day of shipping. E-mail the reports and notifications to Public Folder(e-mail address to be furnished at a later date).

Section 2 - MATERIALS

2.1 FURNISHED BY GOVERNMENT:

2.1.1 A MacIntosh formatted ZIP disk containing all files/fonts in QuarkXpress, Freehand, and Photoshop in program format, plus a dummy (imaged, color visual). Prior to image processing, the contractor is responsible for checking files contained on the furnished diskette to insure that such features as bleeds, register marks, and correct file output selection have been provided. The contractor must supply necessary trapping. High resolution image processors must be used if generating films.

2.1.2 Magnetic cartridges, for addresses, produced in the Extended Binary Code Decimal Interchange Code (EBCDIC) format. Contractor must be capable of reading cartridges utilizing a 36 track format, with data compression. Cartridges furnished will be sorted by IRS Service Centers. Contractor must provide the listings, reports, etc. to perform the mailing operation. Contractor is responsible for coding and assigning all carrier route numbers and endorsements.

2.1.3 Contractor must schedule an advance planning meeting with the Postal Service, prior to printing and imaging

the pamphlets, to request the furnishing of sacks, pallets, trucks and to coordinate a mailing plan.

2.1.4 DISPOSITION OF FURNISHED MATERIALS: Postal Service will advise contractor of disposition of unused pallets if furnished by the Government. The cartridges supplied by the IRS must be returned by traceable means, at contractor's expense, to the address provided with the cartridges. Electronic media must be returned to IRS, Room 1231, Attn: Glenn Pelishek, OP:FS:M:T:M, 1111 Constitution Avenue NW, Washington, DC 20224. Balance of furnished materials may be disposed of at contractor's discretion 30 days after completion of pamphlet turnover to Postal Service.

2.2 FURNISHED BY CONTRACTOR: All other materials and operations necessary to fulfill the contract requirements, including facsimile transmission capability, any necessary conversion program to utilize Government-furnished cartridges and the following:

2.2.1 Pamphlet Paper: White Matte Coated Cover, basis weight 175 gsm (20 x 26", 65 lbs. per 500 sheets), must equal JCP Code L50.

2.3 JCP STANDARDS: The specifications of all papers furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" that are in effect at the time the offer was submitted.

Section 3 - PAMPHLET SPECIFICATIONS

3.1 Number of Pages: 8 pages, self-cover, no blanks.

3.2 Quantity: 574,000.

3.3 Trim Size: 216 x 140 mm (8-1/2 x 5-1/2"); bind on the 140 mm (5-1/2") dimension.

3.4 Format: Prints head to head in two ink colors throughout. Contains duotone (133 to 150 line screen) on page 1 and postage & fees paid indicia (G-48) on page 8.

3.5 Ink: Pantone 167 rust and black.

3.6 Contractor must set GPO imprint line, per Contract Terms (page 6).

3.7 Margins: Duotone on page 1 and rust background area on page 2 bleed top, bottom, and outside; adequate gripper margins for balance of pages. Follow trim marks output from media.

3.8 Binding: Saddle-wire stitch in two places and trim three sides. For mailed copies, secure the 140 mm (5-1/2") open edge with either clear tabs or clear wafer seals, in accordance with the USPS Domestic Mail Manual.

Section 4 - IMAGING SPECIFICATIONS

4.1 Furnished Cartridges: Cartridges for imaging are raw unedited mail label record cartridges and will be furnished as per the schedule in Section 1. The contractor will have to reformat the cartridges to image the required address information. The contractor must create a delivery point barcode. The contractor must convert the cartridges for all sack-sorted mail.

4.1.1 Contractor will be responsible for imaging pamphlet and printing reports from furnished cartridges.

4.1.2 Cartridges received in unusable condition or out of ZIP code sequence will be replaced by IRS on an expedited basis. If the contractor has not reported any discrepancy to the Government, within five workdays after receipt of cartridges, it will be taken that none exists. The contractor may notify IRS Martinsburg Computer Center (MCC) of cartridges that are missing or need replacing. Call MCC Production Control Help Desk (304) 264-7501 and provide the following: Job Run File ID; Batch Cycle Group; Cartridge Number; and a brief explanation of the problem.

4.1.3 Security of Addresses: By his signature on the bid papers, the contractor guarantees that it will not reproduce, or allow reproduction of, the cartridges furnished by IRS, nor use or allow any person to use the cartridges for any other purpose than mailing the pamphlets. He also agrees to provide secure storage for the cartridges before and during addressing operations. (See Privacy Requirements Exhibit)

4.2 Pamphlet Addressing: Imaging is required on page 8 of pamphlet only (see Exhibit 2). Computer image addresses (by either computer line (impact) printers or non-impact printers) in black, using a sans serif typeface. Addressing must be sharp and legible. Characters must be spaced 10 characters to the inch horizontally with a maximum of 39 characters per line and spaced 6 lines per inch vertically.

Image the carrier route endorsement and literal; the service center code, package class, name, address, city, state, and zip code using positions 33 to 38 and 45 to 202 on the cartridge record; and the postal sack number & break number (change indicator) in 5 lines.

In addition, the contractor is required to produce a unique number, that must be imaged above the address, so the contractor may retrieve and reproduce any unusable pamphlet, using their own equipment. Replacement must be accomplished as damage occurs in order to maintain proper ZIP code sequence. All spoiled postcards must be destroyed. If the unique number contains more than 10 characters it must NOT begin with 1800, 1877, 1888, or 1900. This unique number will also aid the contractor in retrieval of taxpayer information during order fulfillment.

At contractor's option, in lieu of computer imaging addresses directly onto the pamphlet, contractor may produce address labels (white paper with addressing and unique number in black using a sans serif typeface).

Section 5 - SORTING OF PAMPHLETS

5.1 Scope: IRS will furnish the contractor with cartridges sorted by ZIP code within IRS Service Centers. Contractor must provide the listings, reports, etc. to perform the mailing operation. The USPS Domestic Mail Manual must be followed. Mailers must submit samples of reports to the Rates and Classification Center (RCC) in their Postal Service Region.

Furnished Cartridges: Contractor is responsible for taking the IRS raw data file and passing the file against the National Change of Address (NCOA) file using standard matching logic, if nixie footnotes Q-apt. number or equal or U-apt. number missing on client file is the only code for a record they are not be considered a nixie. The contractor will provide the IRS with magnetic cartridges containing incomplete addresses.

5.1.1 Nixies, NCOA addresses that have closed Post Office boxes or no forwardable address, and foreign addresses are determined to be undeliverable and must be subtracted from the final quantity.

5.2 Carrier Route Presort: Contractor must utilize a commercially prepared software package for assigning a portion of the mail file in an approved carrier route format (carrying carrier route endorsement and number on the first line of the address). There will be no carrier routes that have fewer than ten pieces. Each carrier route change must be identified within the mailing address.

5.3 Contractor must provide printout listings for the carrier route portion that show the number of pieces for each carrier route, within ZIP Code, city and state. A subtotal by 5-digit ZIP Code, 3-digit ZIP Code, residual mail, and service center must also be provided.

5.4 The contractor must comply with all U.S. Postal Service regulations governing the preparation of bulk rate mailings which are in effect at the time of the mailing, including the issuance of the required forms (mailing statements) and the weighing of shipments. The contractor is encouraged to meet with local postal authorities.

5.5 ZIP Code Sequence Within the Ten Service Centers: Cartridges will be sequenced for each Service Center. The addressed pamphlet with a sack or package change (or new zip code or carrier route change) must have a change indicator that will appear in the last line of the address.

5.6 ZIP Code Count Listing: Contractor's software must provide ZIP Code count listing cartridges for the contractor's use in controlling the addressing operation. Contractor must also supply one printed copy to USPS.

5.7 IRS Resident Coordinator: One or more IRS representatives may be stationed at the contractor's and/or subcontractor's facility to provide project coordination in the receipt of cartridges, verification and organization of the address cartridges and labels, monitoring of the printing, binding, quality control sample selection and inspection, and monitoring of the labeling, packing, and staging of the tax packages. These coordinators do not have contractual authority and cannot make changes in the specifications or contract terms but are to bring any and all defects they see to the attention of the company Quality Control Officer. These coordinators will have full and unrestricted access to all production areas where IRS work is being produced. The contractor will furnish office space to include a desk, telephone, personal computer with internet access to send and receive e-mail. Personal computer must be loaded with Adobe Acrobat 4.0, Microsoft Word and Microsoft Excel 97 for submitting reports. Access to a fax machine will also be required for the coordinators. This space will be in an enclosed, secure area adjacent to the binding/mailing operations. (Long distance charges will be reimbursed by the Government). Desk and telephone access are also required for a postal clerk during the turnover of packages to the Postal Service.

5.8 Daily Production Report: The contractor will provide daily addressing production information required to complete Report Form 9659. (See Exhibit 4) The coordinator will transmit this report every work day to IRS National Office via internet. In the absence of the coordinator, the contractor must transmit the report to IRS (E-mail address to be furnished at a later date). **ALL PRODUCTION DATA, ETC., WILL BE KEPT IN STRICT CONFIDENCE BY THE GOVERNMENT**

Section 6 - PACKING FOR MAIL

6.1 Sack Loading and Marking: The Postal Service Standard Mail (A) rate will be used for this mailing. The requirements of the Postal Service in effect at the time of the mailing, as outlined in the Domestic Mail Manual, must be complied with. All sacks containing mixed carrier routes or 5-digit ZIP codes require internal wrapping or tying in direct bundles of ten or more pieces. See Domestic Mail Manual for more details.

Section 7 - STAGING

7.1 Prepared mail must be assembled and stored "staged" for eventual turnover to U.S. Postal Service. The pamphlets for the furthest destinations will be turned over first, and closest destinations last.

7.2 At the preproduction conference, U.S. Postal Officials will develop a loading plan breakdown to the 3-digit ZIP code level for the contractor, showing ZIP code order in which pallets and vans will be loaded and dispatched.

Section 8 - MAIL TURNOVER TO POSTAL SERVICE (f.o.b. contractor's city)

8.1 Standard Mail (A): The Postal Service will verify the total weight of the mailing. PS Form 3602 must be completed and submitted for each truckload shipment leaving the plant unless "Optional Procedures" are authorized. IRS will not apply for plant load authorization nor optional acceptance procedures. Authorization for Optional Procedure must be requested by the contractor from the RCC in the region the mailing plant is located. The contractor must comply with all Domestic Mail Manual regulations governing use of Standard Mail (A).

8.1.1 The IRS will obtain the bulk mail permit for this mailing.

8.2 Location of Staging Area and Point of Entry: Contractor will specify in his bid the location of his staging area/areas and his proposed point of entry/entries for the pamphlets to be mailed. (See Offers Section)

8.3 Truck/trailers (vans) will be provided by U.S. Postal Service. However, physical loading is contractor's responsibility, in conformance with the U.S. Postal Service loading plan. Vans will not be provided before earliest turnover date as indicated in schedules without demurrage costs.

Section 9 - PACKING FOR BULK SHIPMENTS (Ship f.o.b. contractor's city)

9.1 Bulk Shipments: Contractor to Furnish All Cartons For Bulk Shipments: Cartons must be corrugated or solid fiber shipping containers, 1380 kPa (200 psi) minimum bursting strength. Bottom flaps may be glued, stapled, or sealed with polyester tape 51 to 76 mm (2 to 3") width, minimum 12 kNm (65 lbs./inch) transverse tensile strength. If stapled, cartons must be stapled before packing and without damage to pamphlets. Cartons are to be sealed at top with 51 to 76 mm (2 to 3") paper or polyester tape (not reinforced). Approximate carton size is 445 x 295 x 230 mm

(17-1/2 x 11-1/2 x 9"). Contractor will determine exact dimensions of carton in accordance with trim size of pamphlets he will produce. Cartons used for bulk shipments require a carton label. (See Exhibit 6)

9.2 Carton Packing: Pack cartons in 2 stacks, in suitable uniform quantities per carton, with the weight of a fully packed carton between 28 to 32 lbs.

9.2.1 Pack 640 copies per carton in 4 stacks with full size corrugated boards on top and bottom of the printed work. Cartons used for bulk shipments require a carton label. (See Exhibit 7)

9.3 Small Parcel Shipments: Since the bulk consignments in Exhibit 1 are less than 500 lbs., the contractor is required to ship via small package carrier (SPC). The IRS will provide an IRS small package carrier account number. Contractors must notify the IRS at 202-622-7350, at least three Federal workdays, prior to the scheduled ship date, if a carrier account number has not been issued. If multiple small package carriers are to be used, an account will be assigned for each carrier. Contractors are required to ship using the designated carrier(s) and IRS account number(s) or be responsible for any additional shipping costs.

Section 10 - QUALITY ASSURANCE

10.1 QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing Attributes -- Level III.
- (b) Finishing Attributes -- Level III.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards.- The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Press Sheets
P-8. Halftone Match (Single and Double Impression)	O.K. Press Sheets
P-9 Solid and Screen Tint Color Match	O.K. Press Sheets

Special Instructions: In the event that inspection of the press sheets is waived by the Government, the following listed alternate standards (in order of precedence) shall become the Specified Standards.

- P-7. Furnished electronic media.
- P-8. Furnished electronic media.
- P-9 Pantone Matching System.

10.2 Production Samples: The copies included in (A), (B), (C) and (D) are considered sample copies and will not be included in the quantity ordered and can not be included in the quantity billed.

(A) QUALITY ASSURANCE RANDOM COPIES: The contractor MUST submit 200 quality assurance random copies, addressed pamphlets, at the completion of production, to test for compliance against specifications. The contractor must divide the entire order into equal sublots and select 1 copy from a different general area of each subplot. The contractor will be required to execute "Certificate of Selection of Random Copies", furnished by GPO, certifying that copies were selected as directed.

These randomly selected copies must be packed separately and identified by a special Government-furnished Buff label, affixed to each affected container. Additional labels, if needed, are to be reproduced on Buff stock. The container and its contents shall be recorded separately on all shipping documents and sent at contractor's expense, by traceable means,

to U.S. Government Printing Office, Printing Procurement, Stop: PPSQ, Room A-843, Quality Assurance Section, North Capitol & H Sts. NW, Washington, DC 20401.

A copy of the SPECIFICATIONS and the signed Government-furnished "Certificate of Selection of Random Copies", must be included with the Quality Assurance Random Copies.

(B) Ship or mail, by an overnight delivery service at contractor's expense, 400 unaddressed pamphlets within 24 hours of startup to one destination as follows:

200 copies - Internal Revenue Service
Room 5577, Attention: OP:FP:F
1111 Constitution Ave. NW
Washington, DC 20224

200 copies - Internal Revenue Service
Attention: NCFB C5-158, David Tyree, OP:FS:S:P:I
5000 Ellin Rd.
Lanham, MD 20706

(C) Ship or mail, by an overnight delivery service at contractor's expense, 200 pamphlets, addressed * and sealed, within 24 hours of the turnover of mail for Alaska & Hawaii to:

100 copies - Internal Revenue Service
Room 1231, Attention: Mitch Farah, OP:FS:T:M
1111 Constitution Ave. NW
Washington, DC 20224

100 copies - Internal Revenue Service
Attention: OP:FP:F
1111 Constitution Ave. NW
Washington, DC 20224

* Use the following address information on samples:

	[unique number]	
name	ECRL0T	**CO 17
and	JAMES A & ANDREA A TAXPAYER	
address	16305 Main Avenue NW	S08 RR
data:	ANYTOWN US 99999-9999	
	BARCODE	

(D) PACKAGE SAMPLES: Ship or mail 1,099 unimaged packages, with neither envelopes nor labels, to two destinations as follows:

1,084 copies - U.S. Government Printing Office
Depository Receiving Station
M/F: Depository Copies - Item 0964-B
Jackson Alley, Room A-150
Washington, D.C. 20401

15 copies - Library of Congress, Madison Building
Anglo-American Acquisitions Division
Government Documents Section
M/F: File Copies
C Street (between 1st. & 2nd), SE
Washington, DC 20540

Offers must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications.

BILLING ADJUSTMENTS DUE TO SCHEDULED QUANTITY CHANGES (+ or -) AND FOR SUBTRACTION OF UNDELIVERABLES WILL BE AT THE CONTRACTOR'S "ADDITIONAL RATE". Prices for these "ADDITIONAL RATES" must be based on a continuing run, exclusive of all basic or preliminary charges and will not be a factor for determination of award. Bidder MUST submit a price for each line item under the "Additional Rate" Section. If an entry of NC (No Charge) is entered, it shall be held that the bidder intends to furnish those items at no charge to the Government.

Transportation and mail costs will NOT be used as a factor in the basis of award.

11.1 Printing and binding 574,000 pamphlets; imaging/addressing, sorting, staging, and turnover of 568,000 pamphlets to Postal Service for Standard Mail (A); and packing 6,000 copies for bulk shipments;
\$ _____

11.2 Prices for scheduled quantity changes "ADDITIONAL RATES"
 (A price must be submitted for each line item)

11.2.1 Printing and binding pamphlets (8 pages).....per 1,000..\$ _____

11.2.2 Imaging/addressing of pamphlets.....per 1,000..\$ _____

11.2.3 Sealing: Tabs or Wafer Seals.....per 1,000..\$ _____

11.2.4 Sorting, staging, and turnover of mail
 (including carrier route sorting).....per 1,000..\$ _____

11.2.5 Passing records through NCOA.....per 1,000 records..\$ _____

11.2.6 Packing pamphlets for bulk shipment.....per 1,000..\$ _____

11.3 Name, address, and phone number of subcontractors, if any, and what they will perform on this contract.

11.4 NCOA Licensed Vendor - _____

11.5 Point of entry for mail packages (Standard Mail (A)):

City _____ State _____ Zip Code _____

Bidder must fill out, sign or initial as indicated, page 9 of these specifications and return them attached to the GPO Bid Form 910.

SUBMIT WRITTEN BIDS TO: U.S. Government Printing Office, Bid Section (PPSB), Room B-104, 45 G St. NW, Washington, DC 20404.

FACSIMILE BIDS ARE PERMITTED. Submit facsimile bids to FAX number 202-512-1782, one bid per facsimile. Refer to Solicitation Provisions in GPO Contract Terms (GPO Pub. 310.2), Page 1, Paragraph 6.

Name of Firm

Signature of Bidder